

2004 Watershed Coordinator Grant Program

Response to Questions on the Request for Proposals

General Submission

1. Question: Would a task associated with permit coordination be in-line with CALFED objectives?

Response: Yes. A task associated with permit coordination could be in-line with CALFED objectives, if it supports the overall work plan and relates to the CALFED program chosen by the applicant. Generic permit coordination probably would not rank very high.

2. Question: Can we submit a proposal that focuses on education?

Response: Yes. However, proposals that focus solely on education may not be competitive. Proposals should address watersheds on a comprehensive basis.

3. Question: We are a large city that would like to apply for a watershed coordinator grant. The checklist indicates that DOC requires a resolution from local governments. Due to the strict meeting laws that we are required to follow, it would be very difficult for us to get a resolution from our city council by November 17th. Would it hurt our chances of getting a grant if we submitted a letter instead?

Response: A letter indicating that the city supports submitting the proposal, signed by the mayor or another individual who is authorized to legally bind the city, would be acceptable.

4. Question: If a coordinator isn't hired right away, will the grant be extended that extra time?

Response: No. It is the responsibility of the grantee to start the hiring process as soon as the award letters are received. The Watershed Coordinator should be ready to start as soon as the grant agreement is signed. If there were a delay in the hiring process, an organization would not be granted an extension to complete the grant. However, an organization may choose to budget for one month less than the full three-year allowance to compensate for anticipated hiring delays.

5. Question: Would an application that requests funding to primarily cover the necessary staff salary to coordinate a nursery, seed collecting, eco-community monitoring, ecological restoration training, environmental education and secondly to organize volunteers, be responsive to the grant program's requirements?

Response: The purpose of this grant program is to fund watershed coordinator positions in order to facilitate watershed improvement efforts within the CALFED Solution Area. The program will only pay for watershed coordinator salary and direct support costs. Costs that are project driven and that do not directly support the watershed coordinator position are not

reimbursable. An application whose primary focus is to coordinate a nursery and seed collection program would likely be construed by the selection committee as a project and would probably not be scored competitively.

6. Question: How would you view two groups that submit complementary proposals? For example, if you get a proposal focusing on water quality and another focusing on fire protection, would that be okay?

Response: Two proposals, with different focus, from two groups within the same watershed would appear to defeat the goal of overall watershed coordination.

7. Question: We have three people we want to share a coordinator position, each specializing in a different aspect of watershed coordination, is this okay?

Response: Yes. However, the further a position is subdivided, the more complicated the coordination and the proposal as a whole.

8. Question: If two organizations submit complementary proposals that cover an entire watershed, how should the applications be submitted?

Response: It is important that each proposal clearly identify that a complementary proposal has been submitted for the same watershed. DOC has no established policy on complementary proposals. It will be up to the selection committee to rank the proposals.

9. Question: If a larger watershed has two distinct sub-watersheds, could there be four part-time coordinators?

Response: Yes. DOC may fund up to two full-time watershed coordinator positions per watershed. Therefore, it may be possible to have four part-time watershed coordinators in one watershed.

10. Question: Can a proposal address more than one watershed?

Response: Yes. However, proposals must justify the need for working in multiple watersheds, and must demonstrate the benefit to each watershed.

11. Question: What is a “direct” benefit to the watershed?

Response: A direct benefit to the watershed ultimately results in a positive physical change to the watershed. Examples include: a 10% reduction in sediment; a 10% increase in funding for watershed improvement projects; or restoration of two miles of stream bank.

12. Question: Will submitting grants be weighed as strongly as on-the-ground benefits?

Response: It will be up to the review committee to determine the value of each proposal based on the evaluation criteria.

13. Question: What type of organizational plan is required?

Response: Applicants need to submit their organization's existing long-range or strategic operational plan, rather than a watershed plan. The plan should demonstrate an organizational commitment to watershed improvement efforts.

14. Question: Regarding Condition 2 (the gold area on the map): At present, some of the watersheds shown in gold on the map do not actually import water through the Delta, but by virtue of their representation on a Water Agency board, they do have the potential to import water. Should this be explained in our grant proposal?

Response: Some watersheds in the gold area on the map, that do not import water, are considered part of the Solution Area because they supply water within the Solution Area. They are grouped with the watersheds that import water because, like the importers, they could improve conditions within the Bay-Delta by conserving water. If these watersheds conserve water it may be possible for them to provide more water to watersheds that import water through the Bay-Delta, thereby reducing the stress on the Bay-Delta.

All applicants are required to describe their connection to the Bay-Delta in the *Support for Bay-Delta Programs* portion of the narrative proposal. It is up to the applicant to determine how activities in their watershed could support efforts to improve conditions in the Bay-Delta.

15. Question: In the current conditions section, you ask us to cite formal studies, reports or research papers that document our description of the watershed. Do we need to submit the cover pages of these studies and reports?

Response: No. Citations will be sufficient.

16. Question: Can we have a drop-off site in Southern California?

Response: No. All proposals must be submitted to the Department of Conservation's headquarters in Sacramento. Refer to page 12 of the RFP for the drop-off and mailing addresses.

17. Question: We are in the middle of a five-year long-range plan. Do we need to add two years to our plan so it will last through the life of the grant?

Response: No. The existing plan is sufficient to meet the requirements of the grant application.

18. Question: Will DOC consider accepting applications received after the due date if postmarked by November 17, 2003?

Response: No. All proposals must be physically received at the DOC office by close of business (5:00 p.m.) on November 17, 2003.

19. Question: Is DOC open on Saturdays?

Response: No.

20. Question: If we only request a part-time position, will it count as part of the two coordinators per watershed limit?

Response: Yes. Part-time positions will cumulatively count toward the maximum of two full-time positions per watershed. Therefore, it is possible to have three or more part-time coordinators per watershed.

21. Question: Are these grants for new positions only?

Response: No. Organizations with existing watershed coordinator positions may submit a proposal if they meet the eligibility requirements of the grant.

22. Question: Do you want us to develop organizational plans that match the activities in our watershed coordinator work plan?

Response: No. On the contrary, applicants must submit their existing long-range or strategic plan, which should contain watershed-related goals.

23. Question: Will a generic resolution for our agency be good enough for the resolution requirement?

Response: Yes.

24. Question: Does each proposal in a watershed have to be from different agencies, or can the same agency apply more than once within the same watershed?

Response: There is no limit on the location or number of proposals an applicant may submit. DOC may fund up to two full-time positions per watershed; therefore, partnering and cooperation are important selection criteria to consider when preparing a proposal.

25. Question: Why isn't the Water Management Program included in Table 1 of the RFP?

Response: The Water Management Program was determined to be beyond the scope of the Watershed Coordinator Grant Program. Among the goals of the Watershed Management Program are increasing the flexibility of water systems at the state, federal and local level through improvements in conveyance, storage and water project operations, and developing groundwater and surface water storage projects to boost flexibility and provide additional supplies for agriculture, urban and environmental use. Accomplishing these goals will require significant involvement of agencies and personnel at all levels of government and private industry, as well as high-level policy decisions that are beyond the purview of a local watershed coordinator. While the overall scope of this program is larger than a single watershed, acquisition of funding for local groundwater recharge/storage projects would certainly be viewed as supporting CALFED goals.

26. Question: Can more than one person be hired to fill the Watershed Coordinator position? For example, an entry level Watershed Coordinator to deal with simple tasks and a professional Watershed Coordinator to focus on more complex technical tasks, both sharing one position.

Response: Yes, more than one person can be hired to fill the Watershed Coordinator position. Each application can have up to one full time position. Depending on the goals, objectives, and tasks of the work plan, it is possible to structure an application to hire two part-time Watershed Coordinators. Duties cannot be administrative in nature.

27. Question: Can an organization have a half-time position and subcontract out the other half-time position to another organization?

Response: Yes. Watershed Coordinators can be employees, consultants, or contractors.

28. Question: To whom should the letters of support be addressed? Should letters for budget items be addressed to the applicant? Should general letters of support be addressed to DOC or the applicant?

Response: Letters may be addressed to “The Department of Conservation.”

Eligibility

29. Question: I am the coordinator for a bioregion project at a UC system school. Am I eligible to apply for a watershed coordinator grant as a watershed group within the university?

Response: State and federal agencies are not eligible for this grant. Both the CSU and UC systems are considered state agencies. However, if your program belongs to a non-profit foundation with 501(c)(3) status you may be eligible.

30. Question: My organization is in the process of applying for non-profit status, but we haven’t established it yet. May we still apply for a grant?

Response: To be eligible, all non-profit organizations submitting an application must provide evidence of their 501(c)(3) status at the time of their submittal. Organizations with pending non-profit status are not eligible.

31. Question: Can an RC&D be the legally and responsible entity on the application.

Response: Yes, if the RC&D has 501(c)(3) status.

32. Question: To be identified as “local,” does the office need to be in the specific HUC where the work will occur?

Response: Locally based groups are defined as those that maintain a local office and focus on issues within that watershed or community. An applicant’s office need not be located in

the specific HUC(s) identified in the application, but must be within a reasonable distance of the watershed to implement the work plan and meet the needs of the community.

33. Question: Do Indian Tribes qualify to apply for this program?

Response: Yes, to the extent Indian Tribes exercise authority and control of local government for that portion of the watershed.

Partnering/Cooperation

34. Question: What does DOC mean by partnerships?

Response: Partners are defined as organizations, agencies, or entities that provide matching funds and/or in-kind services. (See *Item G*, on page 8 of the RFP)

35. Question: What information are you looking for from cooperators who are providing a letter of support?

Response: Cooperation is defined as working with other organizations, government agencies, or groups to ensure that all entities work in agreement and are non-duplicative of each other's activities. Letters of support from cooperating organizations should indicate their relationship to the applicant, their support of the grant proposal's work plan, and how the work plan supports that organization's goals or community efforts.

36. Question: If an organizations signs up for the database and later decides to allow a partner organization, who did not sign up, to submit an application instead, can the applying organization get the five points from the group that decided not to submit an application?

Response: No. Only those agencies and organizations that registered by October 24, 2003, will receive five points toward the cooperation criteria, if their application is eligible for scoring.

37. Question: Can we partner with a state or federal agency?

Response: Yes.

38. Question: Our watershed council has 40 members. Do we need to talk about each member in the partnership section?

Response: The partnership section of a proposal should explain an applicant's relationship and coordination with other agencies, organizations, groups or individuals that are providing matching funds or in-kind services. The type and amount of match should be outlined, and letters of commitment or other signed documents must evidence all partnerships.

Mapping/Location

39. Question: As shown on the map in Appendix A, is the entire San Francisco Bay area considered a single watershed?

Response: No. The map in Appendix A divides the San Francisco Bay Hydrologic Unit (84 on the map) into separate sections. The area west of the bay is 84A and the area east of the bay is 84B. The San Pablo Bay Hydrologic Unit (91 on the map) and the Suisun Bay Hydrologic Unit (111 on the map) are also separated into different sections identified as A and B. Up to two full-time coordinator positions may be funded per section.

40. Question: Can an applicant work in a sub-watershed within the larger watershed identified on the map in Appendix A?

Response: Yes, up to two full-time coordinator positions may be awarded per watershed to accommodate work in sub-watersheds.

41. Question: Is it necessary to use the EPA map or can we use something else?

Response: Applicants must submit a map of their watershed from the EPA *Surf Your Watershed* website. Another map can be provided to supply more detail if necessary.

42. Question: How do we indicate that we are working in a sub-watershed?

Response: Use the EPA *Surf Your Watershed* website to print out a map of your watershed. Then circle the portion of the watershed you will be working in. Applicants should also identify the sub-watershed by name in the current conditions portion of the narrative proposal.

43. Question: What should applicants do if their watershed straddles two boundaries?

Response: Both HUCs should be identified on the proposal cover sheet. Provide an EPA location map of both watersheds and then circle the portion of each watershed that the watershed coordinator will work in. Explain in your narrative proposal that your sub-watershed passes through both HUCs.

44. Question: How should we identify our watershed if it has been broken down into an A and B?

Response: Add an A or a B to the eight-digit USGS HUC, depending on the portion you are working in. You will also need to provide a location map as explained on page 17 of the RFP. Circle the portion of the watershed that you will be working in.

45. Question: We really want to be able to overlay some of the local watersheds on the HUC map so we can see what exactly is in which HUC. Do you have any suggestions on where we could get a better (more detailed) map of our HUC and surrounding ones?

Response: The UC Davis Information Center For the Environment (ICE) maintains a website that allows the public to create maps and browse data, including watershed boundaries. ICE Maps is located at: <http://icemaps.des.ucdavis.edu/icemaps2/ICEMapInit.html>
The data is rather large so it is best to view ICE Maps with a fast Internet connection.

46. Question: On page 3, Section 4 of the RFP it says, “However, more than one watershed may be addressed if a watercourse crosses the HUC boundary.” Would this apply in the case of two forks of a river that both feed into the same lake/reservoir? The surf your watershed website identifies each fork as a watershed with a separate HUC number. So would two separate grant proposals need to be prepared?

Response: The situation you describe may be an appropriate justification for having one Watershed Coordinator work in more than one HUC. It is up to the applicant to assess the needs of their watershed(s) and determine if the watershed(s) would be better served by one or two watershed coordinators.

47. Question: Will proposals that cover an entire watershed be ranked higher than ones that concentrate on smaller areas?

Response: Both DOC and CBDA would prefer proposals that address an entire watershed as identified on the map in Appendix A of the RFP. However, proposals that address sub-watersheds may be equally competitive if they provide a rationale that there will be significant benefits to the watershed as a whole.

Work Plan

48. Question: Does an application need more than one goal?

Response: No. A proposal may have one or more goals depending on the work plan.

49. Question: Can an application be written around four part-time positions?

Response: Yes. However, the more positions requested, the more complicated the proposal.

50. Question: Would there ever be a situation where your work plan could be modified?

Response: Yes, amendments to the grant agreements are allowable if justified.

51. Question: Should the objectives identified in the work plan be doable within the three years?

Response: Yes.

52. Question: For the implementation schedule, since we don’t know the exact start date, can we put “3 months from start date,” etc?

Response: Yes. However, DOC recommends that applicants be as accurate as possible when developing their work plan. For planning purposes, applicants may use April 1st as the start date.

53. Question: There are many levels of coordination. Can DOC define Watershed Coordinator duties?

Response: Due to the unique nature of individual watersheds, DOC has recognized the need for flexibility when defining Watershed Coordinator duties. Therefore, it is the responsibility of the applicant to analyze the needs of their watershed and determine the duties of their watershed coordinator.

54. Question: How can performance measures incorporate on-the-ground benefits, if the grants do not fund projects?

Response: While watershed coordinators may coordinate, facilitate, and plan projects, they are not expected to conduct projects. Watershed Coordinators frequently play a critical role in projects by obtaining funding, garnering support, planning, and facilitating project implementation. As a result, Watershed Coordinator efforts may lead to project-related on-the-ground benefits.

55. Question: In a lot of watersheds you will only have one employee, the watershed coordinator, is it correct to assume that the watershed coordinator will not be allowed to do things like filing?

Response: No. All jobs require some routine office duties. However, such activities should be a negligible portion of the watershed coordinator's job and should not be identified in the proposal work plan.

56. Question: What should be the start date for the work plan?

Response: Use April 1, 2004 as the start date for planning purposes.

57. Question: Since performance measures should be based on change, can the work plan include objectives/tasks that identify the baseline from which to measure the change?

Response: Yes. If baseline data for your watershed does not exist or needs to be updated, it would be acceptable for the watershed coordinator to facilitate the collection of this information.

58. Question: Is there a page limit to the work plans?

Response: No. Applicants may submit as many work plans as necessary. A separate work plan should be submitted for each objective.

59. Question: Should "Water Use Efficiency" be a goal of any organization applying for a grant under Condition 2?

Response: Applicants that qualify under Condition 2 (gold area on the Watershed Map) must address water use efficiency in their proposal. This issue should be addressed in the work plan as either a goal or an objective.

60. Question: Do all the goals and objectives have to be tied to CALFED's program criteria?

Response: No. To be competitive, an applicant's work plan should address CALFED's program criteria. However, an essential element of this grant program is to allow the coordinator's priorities to be locally driven. Therefore, an applicant's goals and objectives may be based on a balance of CALFED program criteria and the needs of the local watershed.

61. Question: Can a proposal have two sets of goals, work plans, etc., for two half-time positions?

Response: Yes. Applicants may prepare proposals to meet their specific needs; however, the forms provided in *Section 2* of the RFP must be used when preparing the work plan(s).

62. Question: Can a coordinator under this grant coordinate CALFED projects or support CALFED work?

Response: Yes. We sure hope so!

Budget

63. Question: Do we have to provide footnotes for the 15% administrative costs?

Response: No.

64. Question: Our cost of living in the Bay Area is much higher than other parts of the state, is it going to hurt us if our salaries are higher?

Response: The selection committee will take regional differences into consideration (see "*Allowable Costs*" on page 3 of the RFP).

65. Question: Can we put rent in as an expense?

Response: Yes, it can be match or reimbursable.

66. Question: If we put together a budget, can we submit it to DOC staff for feedback?

Response: No.

67. Question: Can we just put down 30% benefits and not break down each benefit?

Response: No. Benefits must be based on actual benefits paid by the organization, up to 32% of the salary, and must be itemized in footnotes (refer to "*item (H) instructions*" on page 23 of the RFP).

68. Question: Do you get extra points if your administrative cost is below 15%?

Response: No. There are no allowances for extra points under any of the evaluation criteria.

69. Question: Payments will be made on a quarterly basis, so is it true that the organization will have to be able to carry three months worth of expenditures?

Response: Yes. However, DOC is currently researching if advances will be allowable.

70. Question: What is the turn around time for invoice payments?

Response: The State has a 45-day turn around period for undisputed invoices.

71. Question: Are training costs for the coordinator allowed in the budget?

Response: Yes. Training costs of up to \$2,400 are allowed, if the training is necessary to assist the coordinator in completing activities identified in the work plan. Training or attendance at events that do not directly support the work plan will not be allowed. Please refer to the *“Allowable Costs”* section on page 3 of the RFP.

72. Question: Does the cap for training include the cost of traveling to the training?

Response: Yes. Costs for travel and hotel accommodations to attend training sessions or workshops fall under the \$2,400 budget cap.

73. Question: What is the definition of administrative costs?

Response: Administrative costs are expenditures that are used to support the entire organization and indirectly support the Watershed Coordinator’s efforts to complete the tasks as identified in the work plan. Typical administrative costs include secretarial assistance, supervision of the coordinator, accounting costs, financial management, liability insurance, etc. DOC will reimburse or allow as match up to a maximum of 15% of DOC’s contribution, without the applicant having to provide specific justification.

74. Question: Can a vehicle be purchased under this program?

Response: No. Major equipment purchases, such as a car, are non-allowable costs. For a list of non-allowable costs see page 4 of the RFP.

75. Question: Can an organization use consultants or contractors?

Response: Yes. DOC has allowed organizations to structure applications with maximum flexibility. Therefore, applicants may use employees, consultants, or contractors.

76. Question: Should the budget be prepared as three separate years or one three-year budget?

Response: Each applicant must submit a three-year budget. See *Appendix C* (page 36) of the RFP for an example.

77. Question: How much detail is needed for footnotes?

Response: It is the applicant's responsibility to determine the level of detail that is needed. At a minimum, footnotes should provide an explanation on how numbers were calculated and which organizations will be providing matching funds. It is also important to attach support documents. The review committee will rely on this information to make decisions.

78. Question: Will the grant pay for printing and distributing of a brochure or newsletter for outreach, if prepared by the Watershed Coordinator?

Response: No. The printing and distributing of a brochure or newsletter is considered a project. However, the grant will allow the Watershed Coordinator to mail limited quantities of printed materials, if it supports a task within the work plan. For example, if the Watershed Coordinator is planning to facilitate a meeting and needs to distribute information to the participants, the cost of printing and mailing would qualify for reimbursement. The distribution was of limited quantity and necessary to facilitate the meeting.

79. Question: What if the computer broke during the grant?

Response: It is the organization's responsibility to ensure that the Watershed Coordinator has the resources to complete the work plan. DOC will not provide additional funds during the grant period to replace a computer that breaks down.

80. Question: Is there a salary range for the coordinator position?

Response: DOC will not establish a standard dollar figure for Watershed Coordinator salaries. Watershed Coordinator salaries should be comparable within a single geographical area or region, with the understanding that some variance may be appropriate, given factors such as required expertise, technical knowledge, grant objectives, and the uniqueness of the watershed. It is the responsibility of each applicant to make such justification.

81. Question: Can funds be used to support advertising costs (in support of outreach efforts)?

Response: It depends on the situation. The advertising costs must directly support the Watershed Coordinator position and be necessary to complete the work plan. Advertising costs related to the organization or to a project are non-allowable for reimbursement or match. For example, if the work plan required the Watershed Coordinator to hold a workshop for local residents, the costs associated with placing an ad in the local newspaper might qualify as an allowable expense. Applicants would have to justify the expenditure to the review committee and demonstrate that it is not a project expenditure.

82. Question: Can we use our administration money to pay for a bookkeeper?

Response: Yes. Administrative costs are authorized for reimbursement or as a match up to a maximum of 15% of DOC's contribution. These costs do not need to be separately justified. Typical administrative costs include secretarial assistance, supervision of the coordinator, accounting costs, financial management, liability insurance, etc. Therefore, these costs cannot be listed separately.

83. Question: If we use more than one Watershed Coordinator, does the budget have to reflect the two positions as separate line items?

Response: No. Whether to have one line item or two separate line items for the Watershed Coordinator will depend on how the application is structured.

84. Question: Let's say there's an ongoing grant, could funds from the Watershed Coordinator grant be used to get stakeholders together to discuss the ongoing grant?

Response: No. DOC will pay for the Watershed Coordinator's time, but will not cover the costs for the other participants.

85. Question: How can we figure out what is a reasonable cost?

Response: DOC will not establish a comprehensive list of acceptable salaries or costs. It is the responsibility of the applicant to determine what is "reasonable." For salaries, an applicant could use a newspaper, contact other organizations, or establish a rate based on similar professions. Equipment costs could be calculated using fair market value or lease information. Each cost is unique and dependent on many variables including geography, experience, product complexity, or even the level of local competition.

86. Question: Should we attach the budget support documents to the budget form footnotes page?

Response: Yes, attach support documents to the budget.

87. Question: Are meeting notices reimbursable? For example, mailing out 500 postcards using bulk mail.

Response: Yes, if it supports the Watershed Coordinator duties and the work plan. The grant will not pay for meeting notices that are specifically for the organization. The notices must be for meetings that the Watershed Coordinator is responsible for holding and facilitating. Costs must directly support the Watershed Coordinator position, be reasonable, necessary, and support specific objectives in the work plan.

88. Question: Could we get a LCD projector instead of a computer?

Response: Yes. An LCD projector is an allowable cost if it directly supports the Watershed Coordinator's work plan.

89. Question: Would mailing out announcements for watershed coordination meetings be reimbursable?

Response: Yes, if the meetings are necessary for the Watershed Coordinator to complete specific objectives in the work plan. Mailing the announcements should be an incidental cost and be necessary to facilitate coordination and collaboration within the watershed.

90. Question: What if we need a projector?

Response: An applicant's budget may include a line item for a projector (as match or reimbursable), if it supports the Watershed Coordinator's position and directly supports the work plan.

Match

91. Question: We are currently working on several projects throughout the area, which are funded from a variety of sources. It is expected that these projects will overlap with the Watershed Coordinator grant, should it be funded. Much of the information that would be developed from the existing programs would be of great value to the coordinator. Can some of the financial support from these programs be used as leverage for local cash (or in-kind) support of the coordinator proposal?

Response: Only the Watershed Coordinator's salary and other directly related support costs are allowed as match. Project costs are non-allowable. However, there may be situations where some costs within a project's budget can be used as match. For these costs to be included as match, the expenditures must support the Watershed Coordinator's work plan. For example, if the project allows the coordinator to attend meetings to facilitate future activities, the Watershed Coordinator's time dedicated to coordination may be used as match, if it is identified as a task within the work plan that is being submitted to DOC. Costs that occur before the Watershed Coordinator grant is signed are ineligible as match.

92. Question: If administrative cost is used as a cash match, can it exceed the 15% cap?

Response: No. Administrative costs are capped at 15% of the DOC share, whether it is listed as a reimbursable or match. Administrative costs can be reimbursable, match, or both; however, the overall total (match + reimbursable) cannot exceed 15%.

93. Question: Can a portion of a supervisor's salary be used as match?

Response: Yes, but it would be counted as part of the 15% administrative cost allowance and cannot be listed as a separate line item.

94. Question: Can part of the Watershed Coordinator's salary be matched? Do we then still request a full-time position in our proposal?

Response: Yes, part of all of the Watershed Coordinator's salary may be matched. If the proposed work plan incorporates the use of a full-time Watershed Coordinator, then the proposal should request a full-time Watershed Coordinator position, no matter who is funding the position.

95. Question: Can money from another grant be used as match, even if the work is completed before the Watershed Coordinator grant begins? What if there is only a month or two overlap?

Response: Only funds provided from a non-CALFED grant can be used as match. The funds must be available during the Watershed Coordinator grant period. Funds provided before the grant agreement is signed are not eligible to be used as match. For planning purposes, funds available after April 1, 2004 can be used as match, if eligible. If there is only a month or two overlap, only those costs within that one to two month period can be included as match.

96. Question: Can volunteer hours be used as match and what is an acceptable rate?

Response: Yes, however, there is no pre-established rate for volunteers. Each situation is unique, but rates must be "reasonable." Unpaid services donated to the organization should be valued at rates consistent with those ordinarily paid for similar work. Rates may be based on geographical factors, experience, and the type of work being done in that specific labor market. The donated services must be necessary, primarily technical in nature, and necessary to complete specific tasks identified in the Watershed Coordinator's work plan. Volunteer time devoted to projects cannot be used as match.

97. Question: Do we have to show evidence of all matching funds at the time the application is submitted?

Response: Yes. Applicants will be awarded points based on the amount of matching funds provided. To ensure fairness and to validate a commitment, it will be necessary for the reviewers to examine the documentary evidence.

98. Question: If a cooperating organization gets a grant that will help the coordinator, can that be used as match?

Response: Yes, unless it is a CALFED grant. The cooperating organization (partner) must provide a letter of intent describing their contribution and how it supports the Watershed Coordinator and the work plan. The letter must identify dollar amounts, time commitments, or other information that will clearly establish a quantifiable dollar commitment.

99. Question: When can the match start?

Response: For planning purposes, funds available after April 1, 2004 may be used as match.

100. Question: If we bought a computer through another grant, can we use that as match?

Response: Yes. The computer can be used as an in-kind match unless it is from a current CALFED grant that has not been completed.

101. Question: Can benefits that go above the 32% allowance, such as worker's compensation, be used as match?

Response: No. Benefits that exceed 32% cannot be used for match and are ineligible for reimbursement. The cap is 32% of salary whether the benefits are reimbursed, used as match, or a combination of both.

102. Question: You say we could use office space for a match; what if there is no direct way to figure out the cost?

Response: It is the applicant's responsibility to determine the cost basis for rent. One method would be to calculate the floor space used by the Watershed Coordinator, develop a ratio using the total space, and then assign a dollar figure (See Example Budget in *Appendix C*).

103. Question: How do we document match with a letter?

Response: The organization providing the match should prepare a letter of intent or commitment, signed by someone authorized to commit resources. The letter should identify what is being provided, a dollar amount, and how it supports the Watershed Coordinator's efforts. Match should be identified as either cash or in-kind.

104. Question: We have an agency that prints our agendas and meeting minutes, could we use their contributions as a match?

Response: Agendas and minutes printed for meetings held and facilitated by the Watershed Coordinator may be used as match. The agency would need to prepare a letter identifying their contribution, assign a dollar value, and briefly describe how it supports the Watershed Coordinator. Agendas and minutes prepared for normal organizational meetings are not allowable.

105. Question: If we have several grants that include administration and we decide to use the administration money from those grants to support the coordinator, do we need to submit the grant agreement for that?

Response: To substantiate the availability of match, applicants should submit the grant cover letter awarding the organization the funds. Also, attach the budget and highlight the portion that is available for administration that will be used to support the Watershed Coordinator position.

106. Question: How should a partner letter handle a cash contribution for a watershed coordinator's salary?

Response: The partner needs to prepare a letter of intent or commitment that clearly indicates that cash will be provided for the Watershed Coordinator's salary. The letter needs to specify the amount of cash that will be provided and be signed by someone who can legally bind the organization.

107. Question: If part of the coordinator's salary is matched, what type of match is that considered?

Response: It is considered a cash match.

108. Question: If part of the cash match were for salary, would a letter from the applicant be sufficient documentation of the match?

Response: Yes, a letter from the applicant would suffice. The letter needs to indicate how much cash will be provided and should be signed by someone with the authority to legally bind the organization.

109. Question: If you own something before April 1st, can you still use it as an in-kind match?

Response: Yes, it could be used as an in-kind match beginning April 1, 2004.

110. Question: If I have a coordinator position with funding that ends June 30th, could I use April 1st through June 30th as a match?

Response: Yes. For planning purposes, use April 1, 2004 as the start date for match. Funds available from a non-CALFED source can be used anytime after that date.

111. Question: Can projects in years two and three be used to provide match?

Response: Project money cannot count as match unless there is a specific portion of the project money assigned to fund a Watershed Coordinator position or costs directly related to, and in support of, the Watershed Coordinator position. This applies to all three years.

112. Question: Can a rental car be used as match?

Response: Yes. The match must be donated and verified by the donor. It is important to recognize that costs that appear to be unreasonably high or inflated will receive fewer points.

113. Question: Will coloring books/information brochures handed out at county fairs and schools be allowed as match?

Response: No. These costs are normally associated with a project.

114. Question: If you provide anywhere between 1 and 10% match, do you automatically get all the points or is it a sliding scale?

Response: Tables 2 and 3 (page 9) of the RFP provide a breakdown of the points that will be awarded for match contributions. DOC will not use a sliding scale. Any applicant providing match between 1% and 10% will receive the same number of points for that type of contribution.

115. Question: Can education materials provided to landowners, kids, etc., be used as match?

Response: No. Producing and distributing educational materials is considered a project and not allowable as match.

116. Question: The \$1,500 for testing, does that cap apply to match as well?

Response: Yes.

117. Question: Can we use printers, chairs, etc., for match?

Response: Yes. Any cost that is not specifically identified as non-allowable may be used as match. All costs must support the work plan and be directly related to, and in support of, the Watershed Coordinator position. All costs must be reasonable and take depreciation into account.

Technical Assistance

118. Question: How does technical assistance being provided to the Watershed Coordinator qualify as match? For example, if the county hires a hydrologist to develop a Watershed Management Plan, can this be used as match?

Response: In an effort to stimulate partnerships and allow organizations to leverage funding, some types of technical assistance may be used as match. Typically, time spent collaborating, coordinating, or providing direct technical support to the Watershed Coordinator is eligible. Technical assistance that is dedicated solely to a project cannot be used as match. The development of the Watershed Management Plan is a project and therefore, non-allowable as match.

However, any time spent by the hydrologist, with the Watershed Coordinator, collaborating and discussing how to use the Watershed Management Plan to complete a specific task within the work plan may be used as match.

For example, a Watershed Coordinator working on a watershed plan may contact a biologist (partner) to obtain information about a local stream. Time spent in meetings where the biologist provides information necessary to complete a task is allowable as match. The information provided must be necessary and technical in nature.

119. Question: Can septic tank experts be considered for match under the technical support category? How would you document this support?

Response: It depends on the Watershed Coordinator's work plan and how the septic tank experts are relied upon for assistance. The time spent by septic tank experts conducting routine business would not qualify. However, if the Watershed Coordinator met with a septic tank expert to get information on specific issues, the time spent collaborating would count. If the septic tank expert accompanied the Watershed Coordinator to a site to provide specific information regarding the site, that time could count as match. In both cases, the septic tank expert's assistance must be necessary and in support of the Watershed Coordinator's work plan.

A partnering agency could provide a letter of intent, signed by someone in the organization who can legally commit resources. The letter would identify the number of hours that will be committed by the septic tank expert, an hourly rate, and how the expert's efforts will support the Watershed Coordinator. The number of hours should be realistic, based on time spent collaborating, coordinating, and providing specific technical advice.

120. Question: Can using experts to do outreach at seminars count as technical assistance?

Response: It depends on the Watershed Coordinator's work plan and the extent of the technical experts' assistance. Any time spent by a technical expert directly assisting the Watershed Coordinator would count as match, if it supports work plan. This could include time spent in meetings preparing for the seminar, assisting in lectures during the seminar, and helping to prepare literature that would be used during the seminar. Technical assistance should be provided on a limited basis, necessary, and focused on specific events or activities.

121. Question: We have annual monitoring done by consultants that would provide data for our watershed coordinator to use. Can we use the consultant's time as a match for the coordinator?

Response: The time spent by the consultants collecting data would not count as match because it is considered a project. However, time spent by the consultants in collaboration and consultation with Watershed Coordinator interpreting data or providing technical expertise about the monitoring process could be used as match, if it is paid by a non-CALFED source and supports the Watershed Coordinator's work plan.

122. Question: If the Watershed Coordinator meets with a technical expert that will result in a project, does the expert's time count as match?

Response: Yes, if the activity supports the Watershed Coordinator's work plan. Although project-related costs are not allowable, the time spent planning a project can be used as an in-kind match. DOC encourages collaboration, coordination, and communication within the watershed.

123. Question: Suppose the watershed coordinator asks the hydrologist to come out to look at a stream in preparation for a project, could the hydrologist's contribution be allowable as match?

Response: Yes. The time spent by the hydrologist providing direct technical support to the Watershed Coordinator can be used as an in-kind match. In this case, the time spent together looking at the stream would be allowable, if it supports the Watershed Coordinator's work plan.

124. Question: If UC has developed an expert in our watershed and that person comes out to spend four hours or so with our watershed coordinator, would that expert's time be allowed as match?

Response: Yes, if the expert was providing information necessary for the Watershed Coordinator to complete activities associated with their work plan.

125. Question: Would an expert's time used to prepare this grant proposal be okay to use as a match?

Response: No. Costs incurred prior to the grant award date cannot be used as match.

126. Question: If part of what a coordinator is doing includes running stakeholder groups that include technical experts, could the technical experts time be counted as match?

Response: The time spent by the technical experts attending stakeholder group meetings cannot be used as match. Individual efforts by experts can be used as match. However, the expert's efforts must support the goals and objectives included in the work plan. This must be supported in the application with letters of intent from the partnering organization or the individual stating their commitment and indicating the amount of time that will be provided along with an hourly rate.